

**Town Mayor/ Council  
Work Session- 7:30 PM  
Monday, January 7, 2019  
Municipal Building  
Meeting Minutes**

**Call to Order:** 7:31 PM

**Roll Call:** CM Barnes, CM Washington, CW Brownson, CW Hines and CM McLaurin present. Mayor Muhammad and CM Kennedy II absent. Quorum established.

**Moment of Silence:**

**Pledge of Allegiance:**

**Approval of Agenda:** Motion by CW Hines to approve agenda; seconded by CW Brownson; all in favor; motion passed.

**Approval of Minutes from December 19, 2018:** Motion by CM McLaurin; seconded by CW Hines; all in favor; motion passed.

**Public Period:** Mr. Larry Stoner wanted to know when the project at 606 Modoc would be completed.

**Staff Reports:**

**Treasurer's Report:** As of January 4, 2019, General Fund is \$334,529.71. Rainy Day Fund is \$154,132.40. Speed Camera \$2,688,135.17. Municipal Money Market is \$213,364.59 for a total of \$3,390,561.87. General fund Highlights for December 2018. Real estate tax distribution. is **\$37 (inaudible)** Personal Property/Utility 1,684.80. Sale of solar panel energy \$302.25. Received 2<sup>nd</sup> quarter payment for GOCCP \$10,644.50.

**Public Works:** Mr. Vaughn noted that potholes are being worked on, some which are being patched by the Town, and some which (including on Seneca Drive) need to have a company work on them. It was noted that 25-30 bags of filling material were available. Explained progress on addressing a pipe leak on Sachem Drive.

**Circuit Rider:** Report submitted. Mr. Mosley addressed the status of grant applications, including AARP, CDBG, and the Tree keepers' program.

**Code Enforcement:** Updated the status of issues with boat on Ottawa Street, and property with running water also on Ottawa Street.

**Ombudsman's Report:** December reports. The Town of Forest Heights had 8 requests for late fee dismissals. 5 were granted. 6 transfers of liability were granted. 3 citations were dismissed for having the wrong licenses.

**Chief's Report:** For the month of December, the FHPD has made 11 arrests, 13 impounds, 39 reports, 26 parking citations, 21 state criminals appear orders, 195 state traffic citations. The total amount collected for December is \$5,445.00 in parking citations and accident reports.

**Town Administrator:** Explaining update of status of Infrastructure Bond. 3 roads, including Seneca Drive and Fox Way have been identified as the most in need. Also addressed storm water challenges faced by the Town that need to be fixed in conjunction with road repair. Answered questions about potholes and the use of salt vs. sand for road snow treatment.

**Ward Reports:**

**Ward I:** No report

**Ward II:** Thanking CW Hines for organizing the Children's Holiday Party

**Ward III:** CW Hines noted that an example of "lunch shaming" had occurred at Forest Heights Elementary School. Attorney Kevin Best discussed options for the Town to assist financially struggling families.

**Legislation:**

**Resolution 01-19** authorizing the Mayor to enter into a professional services contract with Pennoni Associates Inc on behalf of the Town of Forest Heights to obtain engineering services for construction, administration, and oversight for the new Police and Department of Public Works facility at 606 Modoc Lane; motion to waive full reading by CW Hines; seconded by CM Barnes; all in favor; motion by CW Hines to adopt Resolution 01-19; seconded by CM Barnes; discussion; vote; (5) yes; (0) no; motion passed.

**Resolution 02-19** to approve a contract for replacement of the retaining wall at the front parking lot of Forest Heights Town Hall. Motion to waive full reading by CW Hines; seconded by CM Barnes; all in favor; motion passed; motion by CM Barnes to adopt Resolution 02-19; seconded by CW Hines; discussion; Portugal Construction was selected for the project; vote (5) yes (0) no; motion passed.

Motion to go into closed session by CM Washington; seconded by CW Brownson; All in favor, Motion pass  
Enter into Close Session at 8:39p.m.

**CLOSED SESSION**

<b>Vote to Close Session:</b>	YES	NO	ABSTAIN	ABSENT
Mayor Habeeb-Ullah Muhammad	[ ]	[ ]	[ ]	[X ]
Councilman Calvin Washington	[X ]	[ ]	[ ]	[ ]

Councilman Robert Barnes	[ X ]	[ ]	[ ]	[ ]
Councilwoman Theresa Brownson	[ X ]	[ ]	[ ]	[ ]
Councilman Jonathon Kennedy II	[ ]	[ ]	[ ]	[ X ]
Councilman Brian McLaurin	[ X ]	[ ]	[ ]	[ ]
Councilwoman Taunya Hines	[ X ]	[ ]	[ ]	[ ]

**Topics to be discussed:**

State Government Article Section 10-508(a):

The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom the Town has jurisdiction, or

All present at the Close Meeting:

CM Washington	CM McLaurin	
CW Hines	CM Barnes	CW Brownson

Town Attorney Mr. Kevin Best

Town Clerk Mrs. Sherletta Hawkins

Town Administration Mr. Linwood Robinson

Town Acting Chief Rease

**End close Session 8:55 pm**

**Adjournment 9:57 pm**

# TOWN COUNCIL WORK SESSION MEETING

Monday, January 7, 2019  
7:30 pm  
Municipal Building

## Agenda

- I. Call to Order
- II. Roll Call
- III. Moment of Silence
- IV. Pledge of Allegiance to the Flag of the United States of America
- V. Approval of Agenda *Hines / Brownson*
- VI. Approval of Meeting Minutes (December 19, 2018)
- VII. Public Period (limit 2 minutes)
- VIII. Reports
  - a. Treasurer
  - b. Public Works Director
  - c. Town Circuit Rider
  - d. Code Enforcement
  - e. Ombudsman
  - f. Police Chief
  - g. Town Administrator
- IX. Councilmember/Mayor Report
  - a. Ward I
  - b. Ward II
  - c. Ward III
  - d. Mayor
- X. Legislation
- XI. Close Session
- XII. New Business
- XIII. Adjournment

**Town of Forest Heights  
Treasurer's Report  
January 7, 2019**

	Bank Acct Balance <u>01/04/19</u>	Quickbook Balance <u>12/31/18</u>	Quickbook Balance <u>12/31/17</u>
TD Bank General Fund	334,529.71	323,816.14	588,908.64
TD Bank Rainy Day Fund	154,132.40	154,132.40	150,933.83
TD Bank Speed Camera	2,688,135.17	2,673,757.67	1,942,356.39
TD Bank Municipal Money Market	213,364.59	213,364.59	213,364.59
	<u>3,390,161.87</u>	<u>3,365,070.80</u>	<u>2,895,563.45</u>

**General Fund Highlights:**

1. Real Estate Tax distribution - \$37,053.88
2. Personal Property/Utility Tax payments received - \$1,684.80
3. Sale of Solar Panel energy - \$302.25
4. GOCCP - SAPP Grant - \$10,644.50

# The Town of Forest Heights

## Department of Public Works

Larry D. Vaughn, Director

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January 4, 2019

### Town Appearance:

- Maintenance and up keep of the Community Park next to Henry's
- Daily Trash pickup
- Monthly inspection of the Tot Lot
- Patching of potholes
- Reporting of Street light outages
- Leaf Pick up
- Cleaning storm drains of leaves
- Cutting/removal of fallen trees
- Maintaining the Pet Waste Stations
- Monitoring of the Bigbelly Trash Compactors

### Town Infrastructure:

- **Rolph Dr**
  - Asphalt overlay is now recommended
- **N. Huron Dr.**
  - Moving forward with Safe Routes & N. Huron, with Pennoni P.E
  - DPIE (county) ask for another peer review for the final permit.
  - Plans are finalized for SRTS. Waiting for final word from SHA to start advertising.
  - Signs have been placed at both ends of the project
- Placed 300' of Super Silt Fence in front of hill on Sachem Dr.
  - Keeping close eye on hill during rain
- Working with PGC DPW&T in identifying leaking water pipe in front of 5801 Sachem Dr.
  - PGC DPW&T unable to locate inlet/outlet for pipe
  - Environmental Pipe Cleaning CCTV/repairs leaking pipe. Pipe still leaking, there is another break in the pipe somewhere else.
  - Blair Jones (SHA) conducted a visual inspection and concluded that it may be possible that the pipe may fall in the ROW of MD-210. SHA will conduct a more thorough investigation. PW will supply them with pictures and videos.
- PG Soil Conservation District passed on names of Geotech firms to consider concerning BMPs for the slope erosion on Sachem Dr. hill.
- To date, we've had two companies to look at the Sachem hill for possible solutions and waiting for the results/proposals:

# The Town of Forest Heights

## Department of Public Works

Larry D. Vaughn, Director

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- AB consultants
- Geotech Engineers
- Three different Environmental Engineers looked at the streets with water issues, will give results/proposals for work:
  - Arthur Engineering Services
  - Pennoni Assoc./AD Marble
  - AB Consultants
- Received bids for the repairing of the yellow retaining wall
  - Four bids
  - Selected Portugal Construction to construct the retaining wall
- Contacted PG DPW&T about clogged drain @ Comanche Dr. and Shoshone Dr.
  - Drain may not be a part of the system they maintain

### Building Infrastructure:

#### **606 Modoc:**

- Weekly meetings for updates (postponed)
- Pennoni Assoc. has been chosen to be the PM for the project pending council's approval
- In negotiation with DPIE for Attachment 1's & CGU Permit (TPIP approved)
- Renewed POD for 606 to house donated furniture during construction (on going)
- Temporary safety fence around house at 606 Modoc La. (on going)
- Value Dry to install sump pump system in Municipal bldg. (1-16-19)

### Equipment Maintenance

- Electric Car charger operational

### Other Areas:

- Answering Resident Communication (numerous)
- Attended Eastover & Forest Heights Trail Improvements meeting
- Gazebos installed on grounds at Community Garden and Park
- Phone calls, follow ups and meetings with contractors and vendors
- Completed "Leadership -v- Management" course



The following tasks were accomplished:

- Sustainable Communities Program Application for Designation Renewal submitted: November 6, 2018.
- Met with the Forest Heights/Oxon Hill CDC Executive Director (Cynthia Mann) to discuss the partnership between the town of Forest Heights and the CDC.
- Met with CDC, Maryland Capital Park and Planning, and representatives from Forest Heights Council and Mayor's office regarding Eastover and Forest Heights Trail improvements.

Ongoing projects:

- 606 Modoc Lane
  - Solar panel placement
  - Roof shingle replacement
- Meeting with Kevin Baynes; Director, State Revitalization Program; (Discussion of future community legacy application)
- Meeting with Duane Felix; Assistant Director, Division of Neighborhood Revitalization; (Discussion of programmatic policies and procedures for the upcoming DHCD grants)
- Meeting with Sadie Drescher; Project Director, Chesapeake Bay Trust; (Technical review feedback summary)
- Meet with CDC, Maryland Capital Park and Planning, and representatives from Forest Heights Council and Mayor's office regarding Eastover and Forest Heights Trail improvements.



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- Met with the Town Administrator and the Greenwill Consulting Group (Katie Nash) to discuss grant research for FY19. This discussion is ongoing discussion; we are considering using the Greenwill Consulting Group for future grant work.
  - Identify areas for tree planting.
  - Preparation of Tree Keeper's grant application (Chesapeake Bay Trust; opens in March 2019).
  - Working with Energy Efficiency Communities/PEPCO regarding upgrading to LED street lights (grant/incentive program).
  - As part of the Strategic Demolition grant, meeting with Mayor and Council members to discuss acquisition of 52 Talbert Street.
  - AARP Community grant (can be used for park equipment, park beautification and solar lighting).
  - PG County CDBG grant; Municipal infrastructure grant (upgrading sidewalks).



# DECEMBER 2018 Report

Civil Citations				
Location	Violation	Citation Type/#	Result	Disposition
5811 Sacchem Drive	parked on grass	Citation/0242198226	\$ 250.00	paid
5923 Ottawa Street	wrecked vehicle	Citation/0242198009	\$ 250.00	paid
5909 Shoshone Drive	trash /debris	Citation/5242198231	\$ 200.00	paid
5909 Shoshone Drive	renting w/o permit	Citation/4242198230	\$ 500.00	pending
215 North Huron drive	trash /debris	Citation/1242198234	\$ 200.00	pending
126 Iroquois Way	trash /debris	Citation/2242198228	\$ 200.00	pending
112 Fox Way	trash /debris	Citation/1242198227	\$ 200.00	pending
Building Permits			1,800.00	
Location			Result	
104 Iroquois Way			\$ 50.00	paid
104 Iroquois Way			\$ 182.63	paid
5610 Ottawa street			\$ 70.75	paid
			\$ 303.38	
Business Licenses				
Location	Business Name		Result	Disposition
5519 Livingston Rd # A	Discount Mart 24/7		\$ 400.00	paid
Rental Permits				
Location			Result	Disposition
128 North Huron Drive			\$ 75.00	paid
5616 Woodland Drive			\$ 75.00	paid
			\$ 150.00	
Vacant Property Registry				
5813 Ottawa stret			\$ 125.00	paid
106 Rolph Drive			\$ 125.00	paid
			\$ 250.00	
TOTAL			\$ 2,903.38	

TOWN OF FOREST HEIGHTS  
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN

December 2018

Ombudsman Report

Ronald B Govan

For the month of December, the Town of Forest Heights has **8** requests for late fee dismissal. **5** late fee removal requests were granted. **6** granted transfer of liability request. **3** citations were dismissed for having the wrong license plate.

CALLS FOR SERVICE TOTALS

12/1/2018

To

12/31/2018

*Acting Chief*

Incident Type	Total
3SI ALERT	1
911 DISCONNECT	39
ACCIDENT	8
ANIMAL COMPLAINT	2
ASSAULT REPORT	1
ATT SUICIDE COMBINED	1
BREAK IN IN PROGRESS	1
BREAK IN REPORT	1
CDS COMPLAINT	3
CHECK WELFARE	4
CHECK WELFARE COMBINED	6
DISORDERLY	17
DOMESTIC	3
DOMESTIC STANDBY	2
FAMILY DISPUTE	3
FIGHT	1
FOUND	2
GUNSHOTS	1
HIT AND RUN	2
LOCK OUT	1
LOST PROPERTY	1
MISC POLICE INCIDENT	12
PREMISE CHECK	179
PROPERTY ALARM COMMERCIAL	3
PROPERTY DAMAGE	2
RESIDENTIAL ALARM	6
STOLEN VEH	1
SUBJECT STOP	8
SUSPICIOUS AUTO	3
SUSPICIOUS OCC AUTO	6
SUSPICIOUS PERSON	1
THEFT FROM AUTO	3
THEFT J O	3
THEFT REPORT	3
TRAFFIC COMPLAINT	6
TRESPASSING COMPL	1

# CALLS FOR SERVICE TOTALS

12/1/2018

To

12/31/2018

UNKNOWN TROUBLE	7
VANDALISM	1
VEHICLE ACCIDENT COMBINED	2
WARRANT SERVICE	2
Total Calls -->	349

Arrest-11  
 Impounds-32  
 Reports Written-39  
 Parking Citations -26  
 State Equipment Repair Order Issued-21  
 Traffic Citation Issued- 195  
 Total amount collected for the month of December 2018 is \$5,445.00 (Vehicle Releases, Parking Citations, Accident Reports)

## Infrastructure Bond Projects Moving Forward

In 2018, the Town was issued an Infrastructure Bond through the Maryland Department of Housing & Community Development, Local Government Infrastructure Financing Program for \$1,000,000.00 to provide funding for much needed roadway improvements in Forest Heights. Many cities and towns use such funding to finance large projects because these programs offer a cost-effective way to finance large public purpose projects like street construction, resurfacing and water and sewer projects.

An internal Committee at Town Hall is conducting on-going meetings to consider the best options for spending the funds so we can get the biggest bang for our buck. The Town Council also has a representative on this Committee from the Public Works and Sanitation Advisory Council.

A number of issues are being considered such as, prioritization of the streets most in need of repair, the degree of repair needed for each street and, issues affecting the condition of streets such as storm water run-off and ground-water concerns.

The Committee has elected to begin spending the funds by re-paving the following streets badly in need of repair: Portions of Seneca Drive, Portions of Ottawa Street and a portion of Fox Way.

We plan to advertise these projects for bid within the next few weeks to obtain a contractor to move forward with the work.

The Committee has developed the following three-part plan of approach to prioritize projects for the Bond funding. This will help ensure the funding will address streets and related project most in need of attention.

1. We are identifying streets badly in need of repair that can and need to be fixed now.
2. We are conducting an assessment of streets that can be patched or with potholes that can be filled immediately.
3. We will conduct a professional engineering assessment of the town streets with water related issues such as groundwater leakage or severe storm water run-off problems. These issues must be addressed before the street surface can be re-paved.

The plan is to review and update our existing "Drainage Assessment & Inspection Report" which among other things, contains an assessment and recommendations for repair of streets in Forest Heights. We will use this report to help develop a priority list for these projects. This report was completed by Pennoni Associates Engineering firm in 2011. Pennoni will also assist us in updating this report.

### 1.7.19 Town Administrator Council Report